

## **CITY OF BURBANK**

### **TRAFFIC SIGNAL MAINTENANCE SUPERVISOR**

#### **DEFINITION**

Under direction, to manage the maintenance of the traffic signal and safety lighting system for the City of Burbank; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans and directs the maintenance and repair of traffic signals and safety lighting; oversees all traffic signal construction; directs traffic signal controller testing; maintains closed circuit television and dynamic message signs; maintains battery back-up systems; prepares specifications and orders materials, supplies, and electronic equipment for the maintenance of traffic signals and safety lighting; oversees the installation and maintenance of traffic signal timing and coordination of the field equipment for all of the City's signals; maintains all traffic signal copper twisted pair and fiber optic communications; prepares and reviews working procedures; provides technical assistance to Traffic Engineering and the Transportation Management Center in the maintenance of traffic signal systems; maintains a computerized record system of all traffic signal maintenance and repairs; conducts regular safety meetings; supervises all contract work performed on traffic signals and illuminated street name signs; installs and maintains wiring of control systems for special intersection control; maintains daily work records; supervises emergency traffic signal system repairs; insures that employees follow proper safety procedures; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards**

- Knowledge of - traffic signal maintenance principles, methods, practices, and techniques; fundamental electricity, electronics, and microprocessors as related to traffic signal devices; operations and maintenance of fiber optic communications systems; maintenance and repair of microprocessor based traffic control equipment; State of California Standard Specifications and Plans for Traffic Signals; principles and practices of sound personnel management and supervision.
- Skill in - developing preventive maintenance programs; diagnosing, testing, and repairing electronic systems.
- Ability to - maintain computerized record system; interpret complex drawings, specifications, and contractual agreements; communicate effectively both orally and in writing; plan and layout work assignments; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in electronic engineering or related field and two years of experience working with a computerized traffic signal control system, including one year in a supervisory capacity, OR graduation from high school or equivalent and five years of experience working with a computerized traffic signal control system, including one year of experience in supervisory capacity.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment and International Municipal Signal Association (IMSA) Traffic Signal Technician Level III certification within six months of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.